

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA**
www.okwd.uscourts.gov

ELECTRONIC CASE FILING POLICIES & PROCEDURES MANUAL



**POLICIES AND PROCEDURES FOR FILING, SIGNING, AND VERIFYING
PLEADINGS AND PAPERS BY ELECTRONIC MEANS
CIVIL AND CRIMINAL CASES**

April 6, 2004

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA
www.okwd.uscourts.gov

ELECTRONIC CASE FILING
FOR CIVIL AND CRIMINAL CASES

POLICIES & PROCEDURES MANUAL

TABLE OF CONTENTS

Introduction	1
I. The Electronic Filing System	1
A. General Policy	1
B. Registration	3
C. User Logins and Passwords	4
II. Electronic Filing and Service of Documents	5
A. Filing	5
B. Service	9
C. Signatures	11
D. Title of Docket Entries	14
E. Filing Errors	14
F. Technical Failures	15
G. Orders and Proposals	16
H. Privacy	18
III. Conventional Filing of Documents	20
A. Documents To Be Filed Under Seal	21
B. <i>Pro Se</i> Filers	21
C. Social Security Cases	21
D. Habeas and Prisoner Litigation	22
E. Service of Conventionally Filed Documents	22
IV. Public Access to the ECF System	23
A. Public Access at the Court	23
B. Remote Access	23
C. Conventional Copies and Certified Copies	24
V. Glossary of Terms	25
VI. Index of Forms	28

POLICIES AND PROCEDURES FOR FILING, SIGNING, AND VERIFYING PLEADINGS AND PAPERS BY ELECTRONIC MEANS CIVIL AND CRIMINAL CASES

INTRODUCTION

It is the policy of the United States District Court for the Western District of Oklahoma to require attorneys and other permitted registrants to file papers with the Court electronically over the Internet except as may be stated in these policies. Parties will be able to view dockets and many documents electronically through the PACER system, regardless of their participation in the Electronic Case Filing (“ECF”) System. LCvR5.1 and LCrR49.1 authorize electronic case filing in accordance with Fed. R. Civ. P. 5(e) and Fed. R. Crim. P. 49(d). The following policies and procedures govern electronic filing in this District unless, due to circumstances in a particular case, the assigned judge determines that these policies and procedures should be modified.

I. ELECTRONIC CASE FILING SYSTEM

A. GENERAL POLICY.

With limited exceptions, all papers submitted for filing in this Court in civil and criminal cases, no matter when a case was originally filed, shall be filed electronically using the ECF System or shall be scanned and uploaded to the ECF System.

- 1. *Pro Se* Litigants.** Litigants proceeding *pro se* (without attorney representation) may not file electronically.

2. Juvenile Criminal Matters. Juvenile criminal matters shall not be filed electronically unless authorized by the Court.

3. Cases Filed Under Seal. A case filed under seal may not be filed electronically and will be maintained in paper form unless the assigned judge orders the case unsealed.

4. Conventional Filing. For cause shown, an attorney may apply to the assigned judge for permission to file documents conventionally. Even if permission to file papers conventionally is granted, that permission may be withdrawn at any time.

5. Modifications and Amendments of ECF System Procedures. The assigned judge may modify these procedures in specific cases without prior notice, if deemed appropriate. The Court may also amend these procedures at any time without prior notice. Modifications and amendments to ECF System procedures will be posted on the Court's website at www.okwd.uscourts.gov.

B. REGISTRATION.

Only those persons registered with the Court's ECF System will be able to electronically file papers with the Court. A participant's registration with the ECF System shall constitute a waiver of conventional service of papers.

1. Who May Register. Only attorneys or others authorized by the Court (e.g., receivers, mediators, those admitted *pro hac vice*, etc.) may register for access to the Court's ECF System.

2. How to Register.

- a. To register, complete and sign an official ECF Registration Form, which is available as a fillable form on the Court's website at **www.okwd.uscourts.gov**.
- b. All signed original ECF Registration Forms shall be mailed or delivered to:

ECF Registration
Office of the Court Clerk
United States District Court for the Western District of Oklahoma
200 N. W. 4th Street, Room 1210
Oklahoma City, OK 73102

3. E-mail Address. The e-mail address for service listed in the Registration Form will be the address required by Fed. R. Civ. P. 5, Fed. R. Civ. P. 77(d), and Fed. R. Crim. P. 49(c) for service, and transmission through the ECF System to that address of a Notice of Electronic Filing ("NEF") will constitute service. The registrant may also provide one (1) additional e-mail address to which courtesy copies of ECF notices will be sent.

4. Change of Addresses. If an e-mail address, mailing address, telephone, or fax number listed on the original ECF Registration Form changes, notice of the change shall be timely filed and served on all other parties using the Change of Address Form attached as Form B.

C. USER LOGINS AND PASSWORDS.

Each person permitted by the Court to register will be given an ECF System User Login and Password for the Western District of Oklahoma. This User Login and Password permits participation in the electronic filing and retrieval of pleadings and other papers. The combination of this User Login and Password will serve as the registrant's official signature for purposes of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and any applicable statute or regulation of the United States.

1. Attorneys in Good Standing. The Court will issue passwords only to attorneys in good standing. To be in good standing, an attorney must meet the requirements of LCvR83.2 and LCrR57.2.

2. Password for a *Pro Hac Vice* Registrant. An attorney admitted *pro hac vice* must register for a User Login and Password specific to this Court in accordance with these Policies and Procedures.

3. Responsibility. Once registered, the registrant is responsible and accountable for all documents filed with that User Login and Password.

4. Security. No registrant shall permit the User Login and Password to be utilized by anyone other than persons specifically authorized by the registrant. If a Password is believed to be compromised, the registrant must immediately notify the Clerk's Office by telephone at 1-405-609-5555 or toll free at 1-888-609-6593 or by e-mail at helpdesk@okwd.uscourts.gov and change the Password immediately using the ECF System's utility menu.

5. Approval as ECF User. Upon receipt of a User Login and Password, the registrant may begin filing papers electronically with the Court. The Clerk will mail the User Login and Password information by regular, first-class mail.

6. Change of Password. After registering, registrants may change their passwords as necessary using the ECF System's utility menu.

II. ELECTRONIC FILING AND SERVICE OF DOCUMENTS

A. FILING.

1. General Rules.

a. The official court record shall be the electronic file maintained by the Clerk and any documents or exhibits filed conventionally.

b. All motions, pleadings, applications, briefs, memoranda of law, or other documents in civil and criminal cases shall be electronically filed on the ECF System **except** the following:

- i.** All charging documents in criminal cases (including the complaint, information, and indictment);
- ii.** All documents signed by a defendant in a criminal case;
- iii.** Criminal Justice Act vouchers;
- iv.** *Ex parte* submissions to the court;
- v.** Documents or cases to be filed under seal;

- vi.** Pleadings and other papers filed *pro se*;
- vii.** State court records and transcripts in habeas matters;
- viii.** Administrative records and transcripts in Social Security appeals;
- ix.** Administrative records in ERISA cases;
- x.** Bankruptcy records on appeal;
- xi.** Documents larger than two (2) megabytes when converted to .pdf format that cannot be separated into less than two megabyte segments;
- xii.** Original official transcripts of court proceedings.

Leave of court is not required to conventionally file any document listed above.

c. The following documents will be scanned, uploaded to the ECF System, and retained in paper form: all charging documents in criminal cases; all documents signed by a defendant in a criminal case; and pleadings and other papers filed *pro se*. The following documents will not be scanned or available on the ECF System, but will be retained only in paper form: documents or cases filed under seal; state court records and transcripts in habeas matters; administrative records and transcripts in Social Security appeals; bankruptcy records on appeal; administrative records in ERISA cases; documents larger than two megabytes that cannot be separated into two megabyte segments; and original official transcripts of court proceedings. *Ex parte* submissions to the

court will be scanned and uploaded to the ECF System, but an NEF will not be generated.

d. E-mailing a document to the Clerk or to the assigned judge shall not constitute “filing” of the document. An electronically filed document shall not be considered filed for purposes of the Federal Rules of Civil or Criminal Procedure until an ECF System-generated NEF is transmitted to the filer.

e. Electronically filed documents must meet the requirements of the Federal Rules of Civil and Criminal Procedure and this Court’s Local Rules.

f. ECF registrants may file papers 24 hours a day, seven days a week. Filing a paper electronically does not, however, alter the filing deadline for that paper. If the assigned judge has ordered the pleading or other paper to be filed by a time certain, it must be filed by that time. Otherwise, a filing must be completed **before 6:00 p.m. Central time on the date it is due** to be considered timely filed.

2. Initiating Documents in Civil Cases.

a. All Initiating Documents (*i.e.*, complaints, notices of removal, applications to proceed *in forma pauperis*, praecipes, summonses, and civil cover sheets) shall be submitted in .pdf format to the following e-mail address: newcases@okwd.uscourts.gov. **Only Initiating Documents may be sent to this e-mail address.**

- b.** If the Initiating Documents are not in digital format the filer must scan the Initiating Documents and upload to the ECF System.
- c.** The party requesting summons must complete the praecipe and the top portion of the summons form.
- d.** A party may not electronically serve the summons and complaint, but instead must perfect service according to Fed. R. Civ. P. 4.

3. Filing Fees.

- a.** Any fee required for filing a pleading or other paper is payable to the Clerk by credit card, check, money order, or cash. The Clerk will not maintain electronic billing or debit accounts.
- b.** Upon receipt of an Initiating Document or a notice of appeal, the Clerk's Office will contact the filing party regarding payment of the filing fee. New civil cases will not be filed until the filing fee has been paid.

4. Exhibits, Attachments, & Appendices.

- a.** Exhibits, attachments, and appendices that are filed electronically shall be submitted as separate attachments to the pleading or other paper and shall be clearly labeled with the appropriate exhibit number.
- b.** Exhibits, attachments, and appendices that are not available in or convertible to electronic form must be filed conventionally. In addition, as the ECF System automatically rejects filings that are greater than two megabytes,

documents that exceed two megabytes when converted to electronic form must be filed conventionally. To the extent possible, however, the filer should separate documents that are greater than two megabytes into smaller segments (*i.e.*, Exhibit 1 - Volume 1; Exhibit 1 - Volume 2). Whenever a document or item is conventionally filed by an ECF registrant, the filer shall electronically file a Notice of Conventional Filing. A model form is attached as Form C.

5. Oversized Documents. If an electronically filed document, together with attachments, exhibits, or appendices, exceeds **40 pages**, the filer shall deliver one (1) paper copy of the document to the Clerk's Office within **three (3) days** of the date of filing (excluding weekends, holidays, and days when the Clerk's Office is closed). If the document is too large to staple, it should be bound at the left-hand margin in a manner that will permit it to be opened flat.

B. SERVICE.

1. Service Through the ECF System.

a. Whenever a pleading or other paper is filed electronically in accordance with these procedures, the ECF System will transmit an NEF to the filing party and any other party who is a registered participant of the ECF System. No NEF will be generated for *ex parte* matters.

b. NEFs will continue to be transmitted to an attorney who has been permitted to withdraw from a case until that attorney notifies the Clerk's Office by e-mail at helpdesk@okwd.uscourts.gov to stop such service.

c. If the recipient is a registered participant of the ECF System, the ECF System's transmission of the NEF shall be the equivalent of service of the pleading or other paper by mail.

2. Service by Conventional Means.

a. A party who is not a registered participant of the ECF System is entitled to a paper copy of any electronically filed pleading, paper, or order. The filing party must provide non-registered parties with a copy of the pleading or other paper in accordance with the Federal Rules of Civil or Criminal Procedure.

b. Counsel may serve any electronically filed pleading or paper on a party who is not a registered participant by e-mail, if the recipient has consented to such service in writing.

3. Certificate of Service. A certificate of service is still required when a party files any pleading or other paper electronically. The certificate must state the manner in which service or notice will be accomplished. Sample language for a certificate of service is attached as Form D.

4. Time. Fed. R. Civ. P. 6(a), Fed. R. Civ. P. 6(e), and Fed. R. Crim. P. 45(c) apply to service by electronic means.

C. SIGNATURES.

1. Attorney Signature.

a. A pleading or other paper requiring an attorney's signature shall be signed with an electronic signature or in the following manner: "s/ (attorney name)."

The correct format for an attorney signature is as follows:

Electronic Signature **or** s/ Lawyer Name
Bar Number: xxxx
Attorney for (Plaintiff/Defendant)
ABC Law Firm
xxx South Street
Oklahoma City, OK 73102
Telephone: (405) xxx-xxxx
Fax: (405)xxx-xxxx
E-mail Address for Service

b. Anything filed using an attorney's User Login and Password will be deemed to have been signed by that attorney for all purposes, including Fed.

R. Civ. P. 11.

2. Multiple Signatures. Pleadings and other papers that are submitted on behalf of more than one attorney, regardless of whether the attorneys represent the same party or different parties, may be signed as follows:

a. Approval for Electronic Signature. The attorney whose User Login and Password is being used to file the pleading or other paper ("filing attorney") may obtain approval from any other attorney to state that the other attorney has authorized the filing attorney to electronically sign the document. Such approval shall be indicated as follows:

s/ Plaintiff Attorney Electronic Signature **or** s/ Filing Attorney
(Signed by Filing Attorney with permission
of Plaintiff Attorney)

The filing attorney is responsible for maintaining a record of when and how permission was obtained to sign the other attorney's name until all appeals have been exhausted or the time for seeking appellate review has expired.

b. Approval by Signature. The filing attorney may obtain and maintain a paper copy of the document signed by the other attorney. Possession of a signed copy shall be indicated as follows:

<u>s/ Plaintiff Attorney</u> <i>(Signed copy of document bearing signature of Plaintiff Attorney is being maintained in the office of Filing Attorney)</i>	<u>Electronic Signature or s/ Filing Attorney</u>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------

The filing attorney shall maintain the signed copy of the document until all appeals have been exhausted or the time for seeking appellate review has expired.

c. Scanned Signatures. The filing attorney may obtain original signatures, scan the signature page **only**, and file it as an attachment to the pleading or other paper. The filing attorney shall maintain the signed original until all appeals have been exhausted or the time for seeking appellate review has expired. Scanned signatures may not be used on proposed orders submitted to the court.

3. Non-Attorney Signature.

a. In General. Documents signed by persons who are not counsel of record (e.g., verified pleadings, contracts, affidavits, etc.) may be submitted in

electronic format in any of the following ways if the filer maintains the signed original until all appeals have been exhausted or the time for seeking appellate review has expired:

- i. An electronic version of the document bearing “s/ (name)” can be filed along with a statement that the filer has the signed original, for example:

s/ Plaintiff Smith*

**I certify that I have the signed original of this document, which is available for inspection at any time by the Court or a party to this action.*

Electronic Signature **or** s/ Filing Attorney

- ii. An electronic version of the document bearing “s/ (name)” can be filed with a scanned copy of the signature page as an attachment.
- iii. If the document containing original signatures is not digitally available, it may be scanned and filed electronically.

b. Signatures in Criminal Cases. Several documents in criminal cases require the signature of a non-attorney, such as a grand jury foreperson, a defendant, a third-party custodian, a United States Marshal, or an officer from Pretrial Services or Probation. In general, the Clerk will scan all documents signed by non-attorneys in a criminal case, upload to the ECF System, and retain in paper format **only** charging documents or papers signed by a defendant.

4. Signature Disputes. Anyone who disputes the authenticity of any signature must file an objection to the pleading or other paper within ten (10) days of service.

D. TITLE OF DOCKET ENTRIES.

When creating a document to be filed electronically, the party shall use a title that matches one of the docket event categories contained in the ECF Menu, which is on the Court's website at www.okwd.uscourts.gov. This same docket event category shall be used when filing the document.

E. FILING ERRORS.

1. Once a pleading or other paper is submitted and becomes part of the case, the ECF System will not permit the filer to change the pleading or other paper or the docket entry.

2. Filers should make every effort to ensure that they do not file a pleading or paper other than the one intended to be filed, that it is filed in the correct case, and that it does not contain information that should have been filed under seal. The Clerk's Office should be immediately notified of any mistakes by telephone at (405) 609-5555 or toll-free at 1-888-609-6593 or by e-mail at helpdesk@okwd.uscourts.gov. The notifier should provide the Clerk's Office with the case number and docket number of the erroneous entry. **The filer should not refile the document unless directed to do so.**

F. TECHNICAL FAILURES.

1. Court's ECF System.

a. A technical failure exists when the ECF System is unable to accept filings over the course of any period of time greater than two (2) hours after 12:00 p.m. that day. The ECF System will be unable to accept filings during periods of routine system maintenance, which will usually occur on Fridays, Saturdays, and Sundays from 3:00 a.m. to 7:00 a.m. In addition, the ECF System will be rebooted daily at 5:00 a.m.; it will be unavailable for approximately 15 minutes to accomplish this task. Check the Court's website for postings regarding any other ECF System outages.

b. Should a filing be untimely because of a technical failure of the Court's ECF System, the filer may seek appropriate relief from the assigned judge.

2. Filer's System. Problems on the filer's end, such as phone line problems, problems with the filer's Internet Service Provider (ISP), or hardware or software problems, will not constitute a technical failure under these procedures or excuse an untimely filing. Upon a showing of good cause, the assigned judge may grant appropriate relief for an untimely filing.

G. ORDERS AND PROPOSALS.

1. Orders Initiated by the Court.

a. Except for those orders filed under seal, all Orders shall be in electronic format.

b. The judge may affix an electronic signature, sign using “s/ Judge Name”, or scan a copy of the signature page as an attachment to the order. Any order signed electronically has the same force and effect as if the judge had signed a paper copy of the order.

c. When mailing or faxing a copy of an electronically filed order to a party, the Clerk will include the NEF to provide the recipient with proof of filing.

2. Proposals Submitted by the Parties.

a. When filing a motion for which no supporting brief is required in accordance with LCvR7.2(f), (i), and (j), the moving party shall submit a proposed order granting the requested relief. The motion, which shall comply with LCvR7.2(f), (i), or (j), must be filed prior to submitting the proposed order, and the proposed order must refer to the docket entry number for the motion.

b. All proposals submitted by the parties shall be in a format compatible with WordPerfect, which is a “Save As” option in most word processing software; proposals in .pdf format will not be accepted. All proposals shall be submitted to the Clerk via the designated mailbox for the assigned judge as indicated below. **Unless otherwise authorized, such mailboxes are to be used solely for the purpose of submitting proposals, e.g., proposed orders, proposed jury instructions, proposed findings of fact and conclusions of law, default judgments, and proposed judgments as ordered by the assigned judge.**

This submission is in addition to any filing obligation. All proposals shall be clearly identified in the subject line of the sender's e-mail as follows:

Proposed Order in [case number]

Plaintiff/Defendant's Proposed Jury Instructions in [case number]

Plaintiff/Defendant's Proposed Findings & Conclusions in [case number]

Default Judgment in [case number]

Proposed Judgment in [case number]

Any other court ordered proposal in [case number].

Chief Judge Robin J. Cauthron	cauthron-orders@okwd.uscourts.gov
Judge David L. Russell	russell-orders@okwd.uscourts.gov
Judge Tim Leonard	leonard-orders@okwd.uscourts.gov
Judge Vicki Miles-LaGrange	mileslagrange-orders@okwd.uscourts.gov
Judge Stephen P. Friot	friot-orders@okwd.uscourts.gov
Judge Joe Heaton	heaton-orders@okwd.uscourts.gov
Judge Ralph G. Thompson	thompson-orders@okwd.uscourts.gov
Judge Lee R. West	west-orders@okwd.uscourts.gov
Judge Wayne E. Alley	alley-orders@okwd.uscourts.gov
Magistrate Judge Doyle W. Argo	argo-orders@okwd.uscourts.gov
Magistrate Judge Bana Roberts	roberts-orders@okwd.uscourts.gov
Magistrate Judge Gary M. Purcell	purcell-orders@okwd.uscourts.gov

Magistrate Judge Valerie K. Couch couch-orders@okwd.uscourts.gov

Magistrate Judge Robert E. Bacharach bacharach-orders@okwd.uscourts.gov

Magistrate Judge Ronald L. Howland howland-orders@okwd.uscourts.gov

Magistrate Judge Shon T. Erwin erwin-orders@okwd.uscourts.gov

3. Writ, Warrant, or Summons. A party moving for issuance of a writ, warrant, or summons shall attach the writ, warrant, or summons in .pdf format to the proposed order (if one is needed).

4. Default Judgment. A party moving for entry of default shall, after filing a motion for default, submit the entry of default and the proposed judgment of default to the Clerk via the designated mailbox for the assigned judge indicated in § II.G.2.b.

H. PRIVACY.

1. Redacted Documents.

a. To comply with the policy of the Judicial Conference of the United States and the E-Government Act of 2002, filers shall omit or, where inclusion is necessary, partially redact the following personal data identifiers from all electronically filed pleadings, papers, and exhibits, unless otherwise ordered:

- i.** Minors' names: Use the minors' initials;
- ii.** Financial account numbers: Identify the name or type of account and the financial institution where maintained, but use only the last four numbers of the account number;
- iii.** Social Security numbers: Use only the last four numbers; and

iv. Dates of birth: Use only the year.

b. The filer may omit or, where inclusion is necessary, partially redact the following confidential information from all electronically filed pleadings, papers, and exhibits, unless the assigned judge orders otherwise:

i. Personal identifying number, such as driver's license number;

ii. Medical records, treatment, and diagnosis;

iii. Employment history;

iv. Individual financial information; and

v. Proprietary or trade secret information.

2. Unredacted Documents. With leave of Court, a filer may file under seal a document containing the unredacted personal data identifiers listed above.

a. The party seeking to file an unredacted document shall file a motion or application to file the document under seal pursuant to the E-Government Act of 2002.

b. If the motion or application is granted, the filer shall submit the unredacted paper document to the Clerk in a clearly identified envelope. The envelope shall contain the notation: "Document filed under seal pursuant to the E-Government Act." The Clerk will retain this paper document as part of the record.

c. The assigned judge may require the filer to file a redacted copy for the public record. The redacted pleading or other paper shall be clearly identified as a redacted version.

3. Responsibility to Redact. The responsibility for redacting personal data identifiers rests solely with counsel and the parties. The Clerk will not review documents for compliance with this rule, seal documents containing personal data identifiers, or redact documents.

III. CONVENTIONAL FILING OF DOCUMENTS.

The following procedures govern certain documents filed conventionally. The assigned judge, upon application, may authorize conventional filing of other documents.

A. DOCUMENTS TO BE FILED UNDER SEAL.

Leave of court is required to file a document under seal, which shall be requested by filing a motion and submitting a proposed order granting the relief. If the motion is granted, the filer shall then deliver the original and one copy of the document in clearly identified envelopes to the Clerk for conventional filing under seal. A document filed under seal will be maintained by the Clerk in paper form unless the assigned judge orders the document unsealed.

B. *PRO SE* LITIGANTS.

Pro se litigants shall file paper originals and one copy of all complaints, pleadings, motions, affidavits, briefs, and other documents. The Clerk will scan these original documents and upload to the ECF System, but will also maintain a paper file.

C. SOCIAL SECURITY CASES.

1. Absent a showing of good cause, all documents in Social Security cases shall be filed and noticed electronically except the Social Security administrative record and transcripts, which shall be conventionally filed and served. The Clerk will maintain the administrative record and transcripts in paper form.

2. To address the privacy issues inherent in Social Security cases, Internet access to the individual documents will be limited to counsel of record. Docket sheets, however, will be available over the Internet to non-parties, who will continue to have direct access to the electronic documents on file.

D. HABEAS AND PRISONER LITIGATION

1. Habeas Cases. Absent a showing of good cause, all documents filed by attorneys in habeas cases shall be filed electronically except the state court record and transcripts, which shall be conventionally filed and served. The Clerk will maintain the state court record and transcripts in paper form until they are returned to the respondent.

2. Prisoner Litigation. Absent a showing of good cause, all documents filed by attorneys in prisoner litigation shall be filed electronically, including the *Martinez* report, which shall be redacted if necessary. The party directed to file the *Martinez* report shall also deliver one paper copy of the report to the Clerk's Office within three days of the date of filing (excluding weekends, holidays, and days when the Clerk's Office is closed).

E. SERVICE OF CONVENTIONALLY FILED DOCUMENTS.

1. All conventionally filed pleadings or other papers must comply with the requirements of LCvR5.2(c) or LCrR49.2(c), including the requirement of filing the original and one copy.

2. The filer must serve by conventional means copies of any conventionally filed item on all persons who are entitled to notice or service.

3. With the exception of *ex parte* submissions to the court, whenever a document or item is conventionally filed by an ECF registrant, the filer shall also electronically file a Notice of Conventional Filing. A model form is attached as Form C.

IV. PUBLIC ACCESS TO THE ECF SYSTEM

A. PUBLIC ACCESS AT THE COURT.

Electronic access by the public to the electronic docket and documents filed in the ECF System is available at no charge at the Clerk's Office during regular business hours (generally, Monday through Friday, 8:30 a.m. to 4:30 p.m.). A copy fee for an electronic reproduction is required in accordance with 28 U.S.C. § 1930.

B. REMOTE ACCESS.

1. PACER. Remote electronic access to the ECF System is limited to subscribers to the Public Access to Court Electronic Records ("PACER") system. The Judicial Conference of the United States has ruled that a user fee will be charged for remotely accessing case information, such as filed documents and docket sheets in civil cases. Such fees do not apply to the initial viewing of a document served via an NEF. If, however, the document is again remotely accessed through PACER, a fee will be incurred.

2. Public Access to Criminal Case Records. Only attorneys of record who have logged in using their User Login and Password will have remote access to documents in criminal cases. No public remote access to documents in criminal cases will be available unless authorized by the Court; remote public access to docket sheets in criminal cases, however, will be available. Also, members of the public may view electronic criminal files at the public terminals at the Clerk's Office.

C. CONVENTIONAL COPIES AND CERTIFIED COPIES.

Conventional copies and certified copies of electronically filed documents may be purchased at the Clerk's Office. The fee for copying and certifying will be in accordance with 28 U.S.C. § 1914.

V. GLOSSARY OF TERMS.

CD-ROM:

Compact Disk-Read Only Memory, which is capable of storing a large amount of electronic data in a format that cannot be altered.

Conventional Filing or Conventionally Submitted Document:

a filing submitted in paper or other non-electronic, tangible format.

Electronic Case Filing or Electronic Filing:

submitting a pleading, document, or other paper using the Court's Internet-based system (the ECF System) for filing in the Court's case file. Sending a paper to the Clerk or the assigned judge via e-mail does not constitute "electronic filing."

Electronic Signature:

a digital version of an actual signature.

ERISA:

Employee Retirement Income Security Act, 29 U.S.C. §§ 1001-1461.

Floppy Disk:

item on which a limited amount of electronic data may be stored.

Internet Service Provider (ISP):

a company that provides access to the Internet. For a monthly fee, the service provider gives you a software package, username, password, and access phone number. Equipped with a modem, you can then log on to the Internet, browse the World Wide Web (www), and send and receive e-mail.

Martinez Report:

an investigative report prepared by prison officials pursuant to Martinez v. Aaron, 570 F.2d 317 (10th Cir. 1978), to develop a record sufficient to ascertain whether there are any factual or legal bases for a prisoner's claims.

Notice of Electronic Filing ("NEF"):

the notice generated by the ECF System when a document is filed. The NEF includes information about what was filed, the text of the docket entry, the unique document stamp, and a list of case participants who will receive e-mail notification of the filing and a list of those who will not. The NEF contains a hyperlink to the filed document that permits the viewer to access the document **one time** through PACER without incurring charges. To do so, the recipient of the NEF **must** access the document

within 30 days of receipt using the **document number hyperlink** rather than the hyperlink for the case number. Selecting the case number hyperlink will cause PACER charges to be incurred.

PACER:

PACER is the Federal Judiciary's system for Public Access to Court Electronic Records. A PACER account is required to retrieve documents from the ECF System after the initial transmission. To register for a PACER account, visit the PACER Service Center's website at www.pacer.psc.uscourts.gov.

Password:

a series of letters and numbers initially assigned by the Court, which can be changed by the ECF registrant using the ECF System's utility menu.

Portable Document Format (.pdf) Files:

a .pdf file is a file that will look the same on the screen and in print, regardless of what kind of computer or printer is used and regardless of what software package was originally used to create it. A .pdf file is a picture of the original document that cannot be changed in any way, thereby safeguarding the information in the original document.

***Pro Se* Parties:**

parties proceeding without attorney representation.

Remote Access:

offsite access to the Court's ECF System.

Scanned Documents:

an image recorded by an electronic device (a "scanner"). For best results, scanners should be configured to 200 dots per inch ("dpi") and black and white rather than color scanning. The filing party is responsible for the legibility of the scanned document.

Server:

a computer or device on a network (two or more computers linked together) that manages network resources. For example, a file server is a computer and storage device dedicated to storing files. Any user on the network can store files on the server. A print server is a computer that manages one or more printers, and a network server is a computer that manages network traffic. A database server is a computer system that processes database queries.

Two (2) Megabytes (MB):

two million bytes. A byte is the basic unit of information in computer storage and processing. Documents that are computer generated require fewer bytes than the equivalent pages of a scanned document. Likewise, documents that are text only use fewer bytes than graphics or photographs. For example, a computer-generated text-only document (that is a document that has been created using a computer-based word processing system and that does not contain any graphics or photographs) must be approximately 480 pages before it reaches the 2MB limit. In contrast, a single photograph can equal 2MB. As a good rule of thumb, if the document or image fits on a 3.5" floppy disk, it is less than 2MB.

Upload:

the process of adding electronic information from an external source.

User Login:

a series of letters and numbers assigned by the Court to each ECF registrant

VI. INDEX OF FORMS

Form A – Registration Form with Cover Sheet

Form B – Change of Address Form

Form C – Notice of Conventional Filing

Form D – Sample Certificate of Service

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA**

ECF REGISTRATION FORM

This form shall be used to register for an account on the Court's Electronic Case Filing ("ECF") system. Only those registered with the Court's ECF system will be able to electronically file documents with the Court. The following information is required to register with the Court's ECF system:

**(Please type or print legibly;
All fields must be completed)**

Personal Information:

Last Name:	Last 4 Digits of Soc. Sec. No.:
First Name:	Mother's Maiden Name:
Middle Name:	Generation (Sr., Jr., etc.):
Are you a member in good standing of the bar of this Court? ____ Yes ____ No Otherwise, state the basis for your registration (e.g., receiver, mediator, admitted <i>pro hac vice</i> , etc.):	
State Bar Number:	State Admitted:

Firm / Office Information:

Firm Name:		
Mailing Address:		
City:	State:	Zip:
Phone:	Fax:	
E-mail Address for Service (transmission of ECF Notices to this address constitutes service under the Federal Rules):		
Additional E-Mail Address (optional) (courtesy copies of ECF Notices will be transmitted to this address):		

Other ECF Accounts:

<input type="checkbox"/> I have an ECF account in another district. Please assign me the same User Login indicated below for use in this district. I understand that the Clerk in this district will issue me a different password.	
District:	User Login:

For Court Use Only:

User Login Assigned:	Password Assigned:
----------------------	--------------------

Your User Login and Password will be mailed to you by the Clerk upon processing of this form.

BY COMPLETING THIS FORM YOU CERTIFY AND AGREE TO THE FOLLOWING:

1. I have read the Court's most recent local rules and general orders regarding electronic filing and the most recent version of the Court's ECF Policy Manual, all of which can be found in the local rules section of the Court's website at www.okwd.uscourts.gov.
2. I agree that the combination of my User Login and Password will serve as my signature for purposes of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and any applicable statute or regulation of the United States. Consequently, I agree to protect the security of my User Login and Password.
3. If I suspect someone is using my User Login and Password without my permission, I agree to change my password immediately using the ECF system's utility menu, and to notify the Clerk by e-mail at helpdesk@okwd.uscourts.gov.
4. A participant's registration with the Court's ECF system shall constitute a waiver of conventional service of papers. Other than service of a summons or complaint, I agree that the service required by Fed. R. Civ. P. 5, Fed. R. Civ. P. 77(d), and Fed. R. Crim. P. 49(c) shall be given to me by electronic transmission through the Court's ECF system to the E-mail Address for Service provided above. I agree that transmission to me at my E-mail Address for Service of a Notice of Electronic Service constitutes service on me of the paper or papers identified in the Notice for purposes of Fed. R. Civ. P. 5, Fed. R. Civ. P. 77(d), and Fed. R. Crim. P. 49(c).
5. If any of the information provided on this form changes, I agree to comply with the Court's local rules regarding changes of address.

Signature: _____

Date: _____

Print Name: _____

Return the original of this form to:

Robert D. Dennis
Court Clerk
200 N.W. 4th Street, Room 1210
Oklahoma City, Oklahoma 73102

FORM B

**IN THE UNITED STATES DISTRICT COURT FOR THE
WESTERN DISTRICT OF OKLAHOMA**

_____)	
Plaintiff(s),)	
)	
v.)	Case No.
)	
_____)	
Defendant(s))	

CHANGE OF ADDRESS

To the Clerk of this court and all parties of record:

Please note my change of address as counsel in the above styled case for:

_____	_____
(Plaintiff/Defendant)	(Name of Party)

s/	_____
Signature	Date

Print Name

Firm

New Address

_____	_____	_____
City	State	Zip Code

_____	_____
Telephone	Fax Number

Internet E-mail Address

FORM C

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA

_____,)
Plaintiff(s),)
)
v.) Case No.
)
_____,)
Defendant(s))

NOTICE OF CONVENTIONAL FILING

Please take notice that _____, _____,
(Plaintiff/Defendant) (Name of Party)
has conventionally filed the original and one copy of the following document, paper or other material:

(Title of Document, Paper or Other Material)

This document, paper, or other material has not been filed electronically because:

- ☐ it cannot be converted to electronic format
- ☐ the electronic file size of this material exceeds 2 megabytes (MB)
- ☐ it is filed under seal
- ☐ the Court by Order has excused electronic filing
- ☐ it is exempt from electronic filing pursuant to § II.A.1 of the ECF Policy & Procedures Manual

The document, paper, or other material has been conventionally served on all parties.

s/ signature of ECF System Registrant

Name of ECF System Registrant

Attorney bar number, if applicable

Address

City, State, Zip Code

Phone:

Fax:

E-mail:

FORM D

Certificate of Service

☐ I hereby certify that on _____, I electronically transmitted the attached
(Date)
document to the Clerk of Court using the ECF System for filing. Based on the electronic records
currently on file, the Clerk of Court will transmit a Notice of Electronic Filing to the following ECF
registrants: _____.
(Insert Names)

☐ I hereby certify that on _____, I served the attached document by _____
(Date) (Insert
_____ on the following, who are not
Service Method: mail, courier service, in-person delivery, e-mail
registered participants of the ECF System: _____.
(Insert Names and Addresses)

*Electronic Signature **or** s/ Attorney Name*